

James A. Haley Veterans' Hospital (JAHVH)

New Employee Orientation (NEO)

Day 1

Day 1		
08:00 – 08:45	Module 1 Welcome to the VA	Director's Office
08:45 – 09:30	Module 2 Big VA	Public Affairs
09:30 – 09:45	BREAK	Education Office
09:45 – 10:30	Module 3 Best Care	
10:30 – 11:00	Module 4 Best Careers	Human Resources
11:00 – 12:00	Occupational Health	
12:00 – 12:30	LUNCH	
01:00 - 02:00	Processing and Records	Human Resources
02:00 – 02:30	TSP/Retirement	
02:30 – 02:45	BREAK	Human Resources
02:45 – 03:00	OWCP	Human Resources
03:00 – 04:00	Leave	Human Resources

Day 2

Day 2		
08:00 – 09:30	Sexual Harassment/ADR/Mediation	EEO Office
09:30 – 10:00	Compliance/Ethics	Compliance Office
10:00 – 10:15	BREAK	
10:15 – 11:15	Workplace Violence Awareness; ID Bdg Process/Vehicle Registration	VA Police
11:15 – 11:30	Chaplain Service	Chaplain Service
11:30 – 12:00	AFGE & FL Nurses Association	AFGE/FNA
12:00 – 12:30	LUNCH	
12:30 – 01:30	Fire and Safety	Safety Office
01:30 – 02:30	Infection Control	Infection Control Office
02:30 – 02:45	BREAK	
02:45 – 03:00	Employee Assistance Program	Mental Health
03:00 – 04:00	Patient Safety	Patient Safety Officer

Day 3

Day 3		
08:00 – 09:00	Privacy course	Privacy Office
09:00 – 09:45	Information/Cyber Security	Information Security Office
09:45 – 10:00	BREAK	
10:00 – 11:00	Network Sign-On Procedures/VistA	OI&T
11:00 – 11:15	Entrance Survey	Human Resources
11:15 – 12:00	JAHVH Intranet Navigation	Human Resources
12:00 – 12:30	LUNCH	
BRING COMPUTER LOGIN AND PASSWORD AFTER LUNCH		
12:30 – 02:30	Electronic Medical Records	Informatics
	Anyone with electronic medical record access	
02:30 – 02:45	BREAK	
02:45 – 04:30	Electronic Medical Records	Informatics
	Anyone with electronic medical record access	
12:30 – 04:30	***** employees WITHOUT medical records access report to their services *****	

Nursing personnel report to Nursing Education Classroom, Bldg 41 at 7:30am for Nursing Service Orientation on Day 4. Bring your personnel folders with you.

You may obtain your ID badge at Police Service, ID Section, Bldg 41,
Monday – Friday 7:30am – 3:30pm.

Please remember to have your TB Test read in Occupation Health, 6th Floor on Wednesday.

**VHA Mission: Honor America's veterans by providing exceptional health care
that improves their health and well-being.**